

Family Team Meeting QA

(Review Period: August - October 2011)

Nebraska Department of Health and Human Services

Report Date: November 2011

Executive Summary

Family Team Meeting (FTM) QA

Review Period: August – October 2011

This report presents the results of the Family Team Meeting (FTM) Quality Assurance reviews completed throughout the State from August 2011 through October 2011. The Department of Health and Human Services and the Family Matters Contractors identified Family Team Meetings as an important activity that leads to the achievement of positive outcomes for children and families. It was determined that reviewing the quality of the FTM's being conducted is very important so that all staff and contractors can make necessary improvements in order to best help children and families.

This most recent review indicated the following:

1. The average number of meeting attendees was 5.
2. Length of the meeting (n=103)
 - a. Less than 1 hour – 62%
 - b. 1-1/2 hours – 38%
 - c. 2 hours – 0%
 - d. Over 2 hours – 0%
3. Location of the meeting (n=103)
 - a. In the family home – 31%
 - b. Not in the family home – 69%
4. Facilitator preparation – 70% of the facilitators were prepared for the Family Team Meeting. Facilitator preparation evaluates if the purpose of the meeting was explained; the facilitator was prepared; documents were available and ready and if the facilitator summarized the meeting and identified next steps.
5. Team Membership and Attendance – 6% of the reviewed cases met all the required elements. A vital component in this measure is that all the right people are present during the Family Team Meeting. The people that must attend are the mother, father, child (if age 9 or older and developmentally appropriate), key natural/informal supports and key out of home providers (if applicable). The review shows us that mothers, children and out of home providers are present over 70% of the time, but that the Department and Contractors need to improve on getting the fathers and natural/informal supports to the meeting.
6. Team Member Involvement – 7% of the reviewed cases met all the required elements. This measure has a direct correlation to Team Membership and Attendance. The lack of team membership by fathers and natural/informal supports also means that we do not have their involvement in discussions and decision making. The review shows us that the mothers, children and out of home providers are actively involved in the discussions over 75% of the time, but that the Department and Contractors need to focus in increasing the involvement by the fathers and natural/informal supports.
7. Facilitator Effectiveness – 45% of the reviews were deemed to be effective in that the team members identified and reviewed outcomes, needs and strategies related to the achievement of safety, permanency and well-being. The strengths in this area are the facilitator's

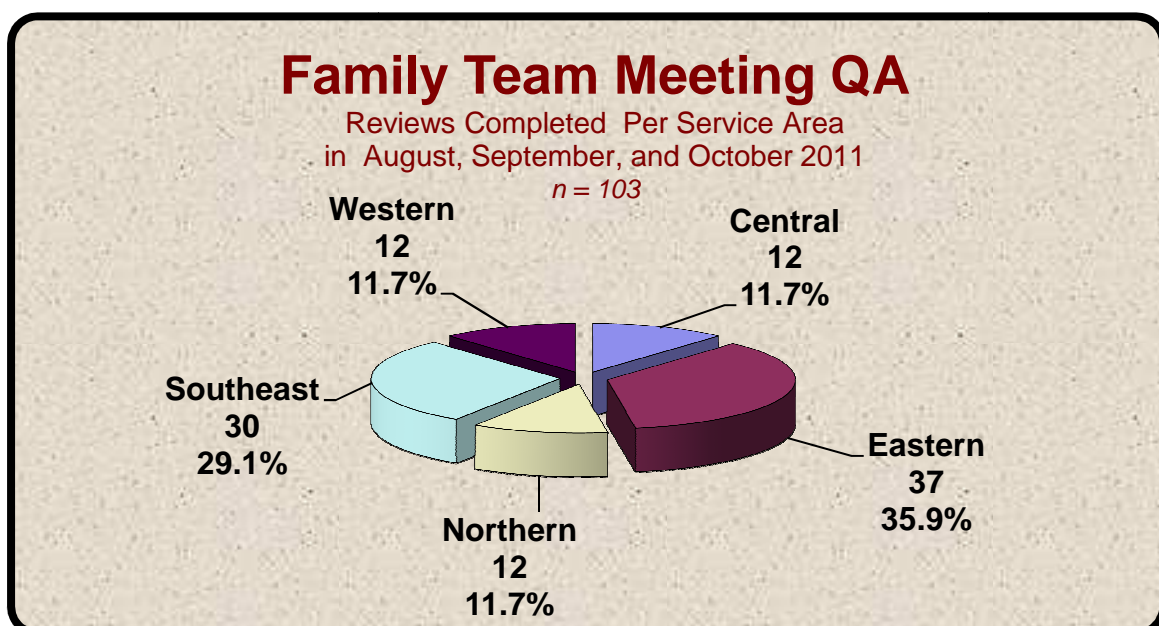
demonstration of respect for the family's values, beliefs and traditions as well as the facilitator's effectiveness in assisting the team members to identify needs and strategies related to the outcome of the case. Continued improvement needs to occur in identifying and utilizing informal supports to help execute identified strategies.

Background Information

A Family Team Meeting (FTM) QA tool was developed by the Nebraska CQI team in the fall of 2009. The FTM tool is sectioned into four categories or items which include (1) Facilitator preparation, (2) Team membership and attendance, (3) Team member involvement, and (4) Facilitator effectiveness. There are several indicators under each of these four items. A five point likert scale is used to rate each item based on the responses to each of the indicators under the item. The five point likert scale ranges from 0-4: 0=none of the indicators for this item and 4=all of the indicators for this item. This methodology will allow us to perform a higher level of analysis of the data collected from the reviews.

The data collection for this project was pulled randomly from active cases by the individual child's name. A target of 120 Family Team Meetings (FTM) was planned to be observed throughout the State each quarter, starting in April 2010. The number of cases to be reviewed per Service Area was determined based on the proportion of youth served per Service Area. The total youth population is dispersed across the State as follows: Central 10%; Northern 10%; Western 10%; Eastern 40% and Southeast 30%. The number of cases that were to be reviewed each quarter was 12 each from Central, Northern and Western, 48 from Eastern and 36 from Southeast Service Area.

Due to several factors that led to meeting cancellations, the total number of cases that were reviewed during this period was less than expected in some of the Service Areas. The actual numbers of reviews completed per Service Area during this period was as follows: Central-9; Eastern-48; Northern-10; Southeast-32; and Western-12. The review took place after consent and approval was received from the family to allow a QA reviewer to observe the FTM. Please note that while consent was obtained from families to complete a review of 117 FTM's throughout the State, only 103 FTM QA's were counted as part of this report. Fourteen (14) of the FTM QA's were not completed due to the following reasons: Reviewer was unable to make it to the meeting (8); meeting was cancelled by the Department or Contractor and the family (2), or meeting was cancelled by the family (4).



A conference call between the QA reviewer and the meeting facilitator(s), Department of Health and Human Services (DHHS) CFS Specialist and/or Contractor Service Coordinator, and their supervisor(s) took place in the days following the FTM. The QA reviewer discussed the results of the review, answered questions and provided feedback to the meeting facilitator(s) and their supervisor(s). In the previous reporting period, a decision was made to only count the FTM QA's in which both facilitators, DHHS CFS Specialist and Contractor Service Coordinator, were present for the meeting. Due to changes in roles and responsibilities for the DHHS CFS Specialists and the Contractor Service Coordinators, a FTM QA was counted as part of the report during the current review period if at least one of the meeting facilitators was present for the meeting.

Note: Figures displayed in the tables and charts within the report may not total 100 percent due to rounding.

REVIEW FINDINGS

(Statewide)

The findings in this report were derived from QA reviews of 111 Family Team Meetings (FTM) throughout the State during the months of May, June, and July 2011. Review results per Service Area can be found in the tables attached to this report.

ITEM #1: Facilitator Preparation

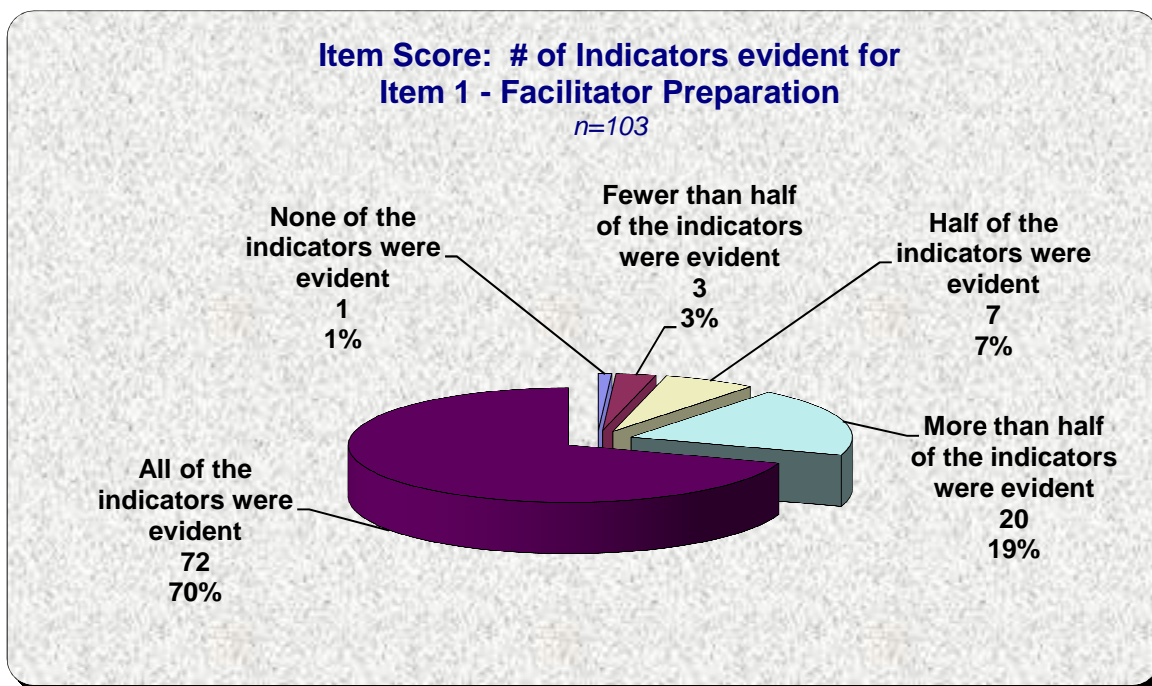
Indicator	%	#Yes	Total Applicable
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	77%	79	103
B.) Was the facilitator prepared for the Family Team Meeting?	96%	99	103
C.) Did the facilitator have needed documents and materials prior to the meeting?	83%	58	70*
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	93%	92	99*

*The total number applicable may be less than 103 for indicators C and D due to NA responses for these indicators.

-Reviewers would have rated indicator C as not applicable if the goals or agenda for the meeting did not demand any supporting documents.

-Reviewers would have rated indicator D as not applicable if the meeting was the final Family Team Meeting for the Family.

ITEM SCORE



Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applicable
A.) Mother is a team member and present at the meeting.	83%	72	87*
B.) Father is a team member and present at the meeting.	34%	27	80*
C.) Child is a team member and present at the meeting.	91%	58	64*
D.) A key natural/informal support for the family is a team member and present.	27%	28	103
E.) Key out-of-home providers are team members and are present.	70%	50	71*

*The total number applicable may be less than 103 for indicators A, B, C & E due to NA responses for these indicators.

-Reviewers would have rated indicators A & B as not applicable if any of the following scenarios applied to the case:

- Mother/father's rights have been terminated or relinquished.
- The whereabouts of the mother/father was unknown, and the facilitator relays information that demonstrates concerted efforts to locate the mother.
- The mother/father was not involved in the child's life or in case planning in any way despite agency efforts to involve the mother/father, as relayed by the facilitator.
- The mother/father is deceased.
- The mother/father was incarcerated and in solitary confinement for 7 days prior to the Family Team Meeting.

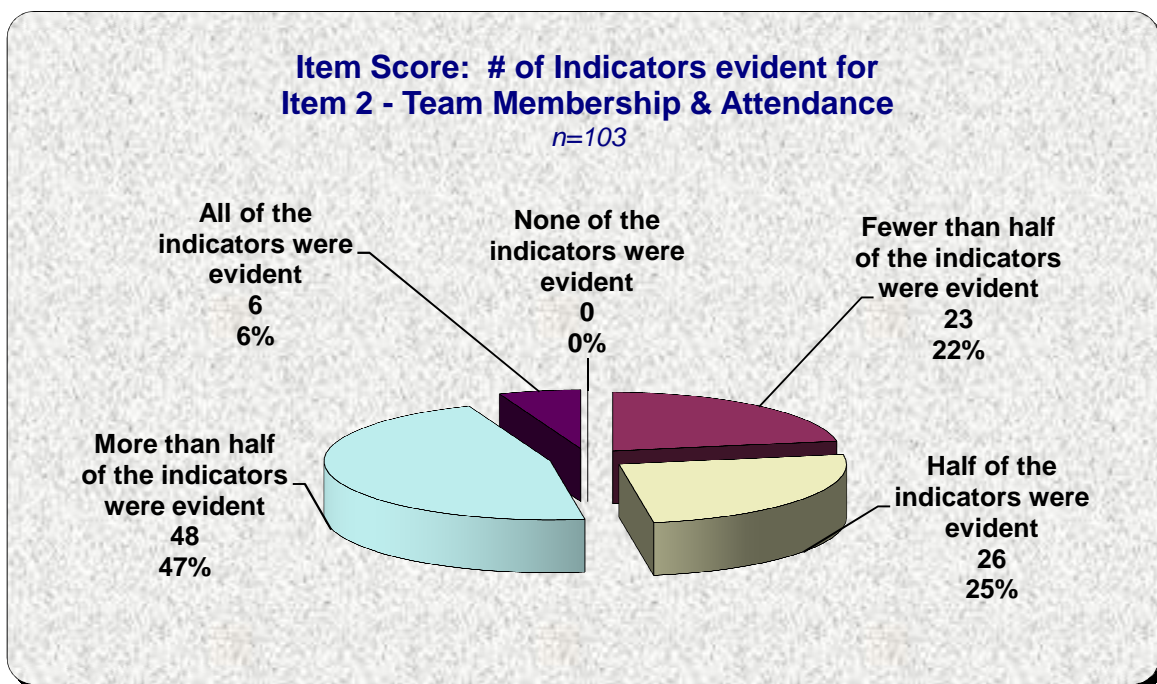
-Reviewers would have rated indicator C as not applicable if:

- The child was younger than age 9 or not developmentally appropriate to participate in case planning.

-Reviewers would have rated indicator E as not applicable if:

- The child was not in out of home care.

ITEM SCORE



Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applicable
A.) Was the mother actively involved in the Family Team Meeting?	84%	73	87*
B.) Was the father actively involved in the Family Team Meeting?	34%	27	80*
C.) Was the child actively involved in the Family Team Meeting?	91%	58	64*
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	26%	27	103
E.) Was the key out of home provider actively involved in the team meeting?	76%	54	71*

*The total number applicable may be less than 103 for indicators A, B, C & E due to NA responses for these indicators.

Reviewers would have rated indicators A & B as not applicable if any of the following scenarios applied to the case:

- Mother/father's rights have been terminated or relinquished.
- The whereabouts of the mother/father was unknown, and the facilitator relays information that demonstrates concerted efforts to locate the mother.
- The mother/father was not involved in the child's life or in case planning in any way despite agency efforts to involve the mother/father, as relayed by the facilitator.
- The mother/father is deceased.
- The mother/father was incarcerated and in solitary confinement for 7 days prior to the Family Team Meeting.

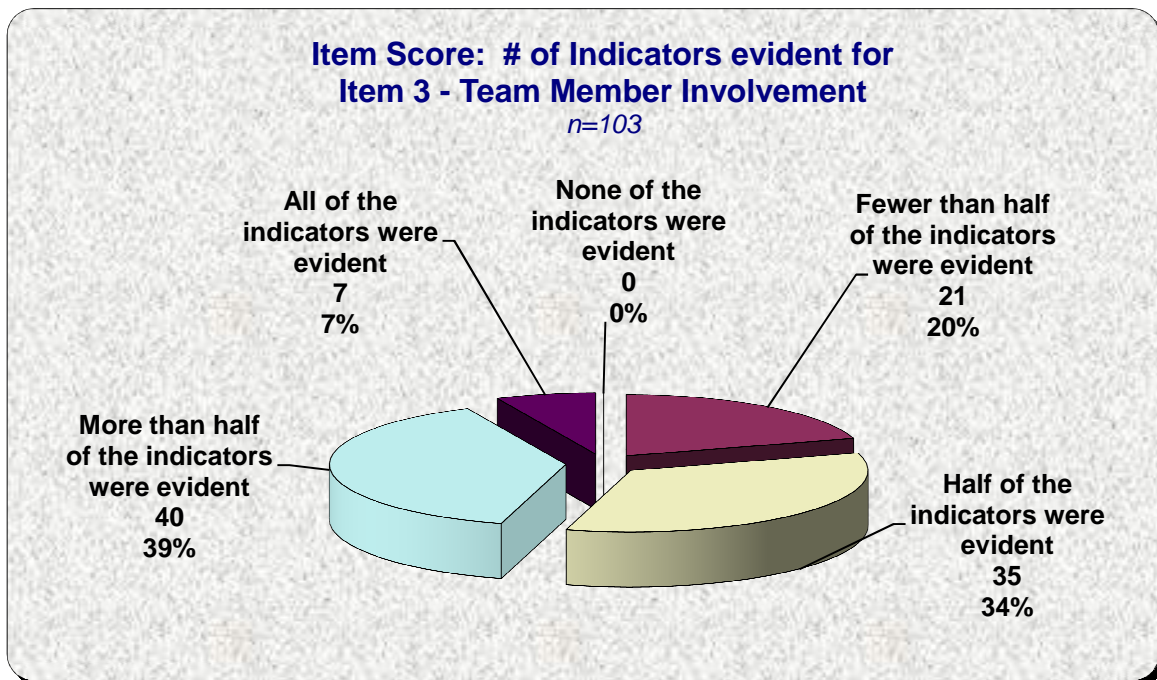
Reviewers would have rated indicator C as not applicable if:

- The child was younger than age 9 or not developmentally appropriate to participate in case planning.

Reviewers would have rated indicator E as not applicable if:

- The child was not in out of home care.

ITEM SCORE

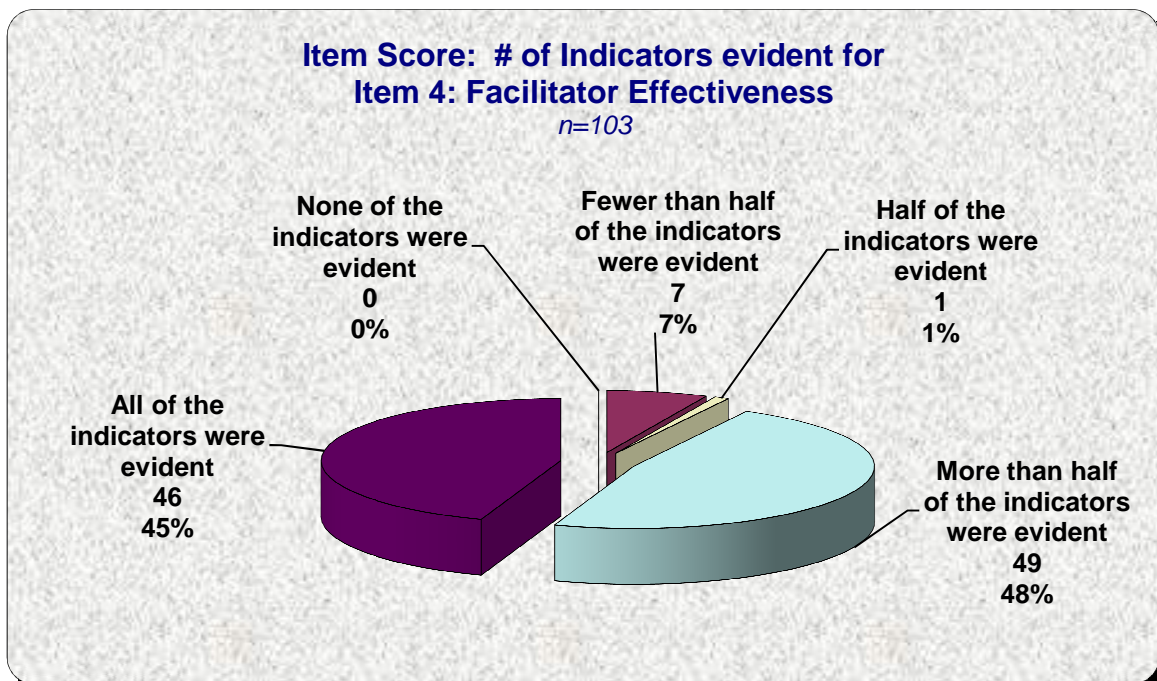


Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applicable
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, which outcomes that are directly related to achieving the permanency objective.	90%	93	103
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	91%	94	103
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	93%	96	103
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	89%	92	103
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	53%	55	103
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	98%	101	103
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	89%	24	27*

*The total number applicable may be less than 103 for indicator G due to NA responses for this indicator. Reviewers would have rated this indicator as not applicable if there was no conflict or disagreement during the meeting.

ITEM SCORE



Family Team Meeting QA

Review Period: August - October 2011

Results by:
Service Area

Note: Results for ESA are reported for the entire Service Area and by each Contractor (KVC and NFC).

NOTES:

ITEM 1

**The total number applicable for indicators C and D under item 1 may be less than the total number applicable for the other indicators under this item due to NA responses for these indicators. Reviewers would have rated indicator C as not applicable if the goals or agenda for the meeting did not demand any supporting documents. Reviewers would have rated indicator D as not applicable if the meeting was the final Family Team Meeting for the family.*

ITEMS 2 & 3

**The total number applicable for indicators A, B, C & E under items 2 and 3 may be less than the total number applicable for the other indicators under these items due to NA responses for these indicators. Reviewers would have rated indicators A & B as not applicable if any of the following scenarios applied to the case:*

- a. Mother/father's rights have been terminated or relinquished.*
- b. The whereabouts of the mother/father was unknown, and the facilitator relays information that demonstrates concerted efforts to locate the mother/father.*
- c. The mother/father was not involved in the child's life or in case planning in any way despite agency efforts to involve the mother/father, as relayed by the facilitator.*
- d. The mother/father is deceased.*
- e. The mother/father was incarcerated and in solitary confinement for 7 days prior to the Family Team Meeting.*

Reviewers would have rated indicator C as not applicable if:

- The child was younger than age 9 or not developmentally appropriate to participate in case planning.*

Reviewers would have rated indicator E as not applicable if:

- The child was not in out of home care.*

ITEM 4

**The total number applicable for indicator G under item 4 may be less than the total number applicable for the other indicators under this item due to NA responses for this indicator. Reviewers would have rated indicator G as not applicable if there was no conflict or disagreement during the meeting.*

Central Service Area

Total # of Planned Reviews **12**

Report Period: August - October, 2011

Cancelled **0**

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	6	12	71
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	92%	11	12
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	100%	12	12
1 and half hours	0%	0	12
2 hours	0%	0	12
Over 2 hours	0%	0	12
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	0%	0	12
Not in the Family Home	100%	12	12

ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	58%	7	12
B.) Was the facilitator prepared for the Family Team Meeting?	100%	12	12
C.) Did the Facilitator have needed documents and materials prior to the meeting?	80%	4	5
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	92%	11	12

Item #1 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
0%	0	12	1 = Fewer than half of the indicators were evident
17%	2	12	2 = Half of the indicators were evident
25%	3	12	3 = More than half of the indicators were evident
58%	7	12	4 = All of the indicators were evident

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	91%	10	11
B.) Father is a team member and present at the meeting.	33%	3	9
C.) Child is a team member and present at the meeting.	82%	9	11
D.) A key natural/informal support for the family is a team member and present.	17%	2	12
E.) Key out-of-home providers are team members and are present.	100%	9	9

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
17%	2	12	1 = Fewer than half of the indicators were evident
17%	2	12	2 = Half of the indicators were evident
67%	8	12	3 = More than half of the indicators were evident
0%	0	12	4 = All of the indicators were evident

Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	91%	10	11
B.) Was the father actively involved in the Family Team Meeting?	33%	3	9
C.) Was the child actively involved in the Family Team Meeting?	82%	9	11
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	8%	1	12
E.) Was the key out of home provider actively involved in the team meeting?	100%	9	9

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
17%	2	12	1 = Fewer than half of the indicators were evident
42%	5	12	2 = Half of the indicators were evident
42%	5	12	3 = More than half of the indicators were evident
0%	0	12	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applic
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	92%	11	12
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	100%	12	12
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	92%	11	12
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	92%	11	12
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	25%	3	12
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	12	12
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	100%	3	3

Item #4: Score

%	Yes	Total	# of Indicators Evident
0%	<i>0</i>	<i>12</i>	<i>0 = None of the indicators were evident</i>
8%	<i>1</i>	<i>12</i>	<i>1 = Fewer than half of the indicators were evident</i>
0%	<i>0</i>	<i>12</i>	<i>2 = Half of the indicators were evident</i>
67%	<i>8</i>	<i>12</i>	<i>3 = More than half of the indicators were evident</i>
25%	<i>3</i>	<i>12</i>	<i>4 = All of the indicators were evident</i>

Eastern Service Area (ALL)

Total # of Planned Reviews

44

Report Period: August - October, 2011

Cancelled

7

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	5	37	185
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	0%	0	37
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	62%	23	37
1 and half hours	38%	14	37
2 hours	0%	0	37
Over 2 hours	0%	0	37
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	54%	20	37
Not in the Family Home	46%	17	37

ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	78%	29	37
B.) Was the facilitator prepared for the Family Team Meeting?	100%	37	37
C.) Did the Facilitator have needed documents and materials prior to the meeting?	90%	28	31
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	97%	36	37

Item #1 Score

%	Yes	Total	# of Indicators Evident
0%	0	37	0 = None of the indicators were evident
0%	0	37	1 = Fewer than half of the indicators were evident
5%	2	37	2 = Half of the indicators were evident
22%	8	37	3 = More than half of the indicators were evident
73%	27	37	4 = All of the indicators were evident

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	85%	29	34
B.) Father is a team member and present at the meeting.	25%	8	32
C.) Child is a team member and present at the meeting.	100%	17	17
D.) A key natural/informal support for the family is a team member and present.	41%	15	37
E.) Key out-of-home providers are team members and are present.	59%	16	27

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	37	0 = None of the indicators were evident
19%	7	37	1 = Fewer than half of the indicators were evident
35%	13	37	2 = Half of the indicators were evident
41%	15	37	3 = More than half of the indicators were evident
5%	2	37	4 = All of the indicators were evident

Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	85%	29	34
B.) Was the father actively involved in the Family Team Meeting?	25%	8	32
C.) Was the child actively involved in the Family Team Meeting?	100%	17	17
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	38%	14	37
E.) Was the key out of home provider actively involved in the team meeting?	63%	17	27

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	37	0 = None of the indicators were evident
22%	8	37	1 = Fewer than half of the indicators were evident
35%	13	37	2 = Half of the indicators were evident
38%	14	37	3 = More than half of the indicators were evident
5%	2	37	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applic
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	86%	32	37
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	92%	34	37
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	97%	36	37
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	95%	35	37
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	65%	24	37
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	97%	36	37
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	89%	8	9

Item #4: Score

%	Yes	Total	# of Indicators Evident
0%	0	37	0 = None of the indicators were evident
5%	2	37	1 = Fewer than half of the indicators were evident
0%	0	37	2 = Half of the indicators were evident
41%	15	37	3 = More than half of the indicators were evident
54%	20	37	4 = All of the indicators were evident

Eastern Service Area (KVC)

Total # of Planned Reviews

23**Report Period: August - October, 2011**

Cancelled

4

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	4	19	83
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	0%	0	19
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	84%	16	19
1 and half hours	16%	3	19
2 hours	0%	0	19
Over 2 hours	0%	0	19
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	53%	10	19
Not in the Family Home	47%	9	19

ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	79%	15	19
B.) Was the facilitator prepared for the Family Team Meeting?	100%	19	19
C.) Did the Facilitator have needed documents and materials prior to the meeting?	94%	16	17
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	100%	19	19

Item #1 Score

%	Yes	Total	# of Indicators Evident
0%	0	19	0 = None of the indicators were evident
0%	0	19	1 = Fewer than half of the indicators were evident
5%	1	19	2 = Half of the indicators were evident
16%	3	19	3 = More than half of the indicators were evident
79%	15	19	4 = All of the indicators were evident

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	83%	15	18
B.) Father is a team member and present at the meeting.	25%	4	16
C.) Child is a team member and present at the meeting.	100%	9	9
D.) A key natural/informal support for the family is a team member and present.	37%	7	19
E.) Key out-of-home providers are team members and are present.	50%	7	14

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	19	0 = None of the indicators were evident
21%	4	19	1 = Fewer than half of the indicators were evident
47%	9	19	2 = Half of the indicators were evident
26%	5	19	3 = More than half of the indicators were evident
5%	1	19	4 = All of the indicators were evident

Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	83%	15	18
B.) Was the father actively involved in the Family Team Meeting?	25%	4	16
C.) Was the child actively involved in the Family Team Meeting?	100%	9	9
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	32%	6	19
E.) Was the key out of home provider actively involved in the team meeting?	50%	7	14

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	19	0 = None of the indicators were evident
26%	5	19	1 = Fewer than half of the indicators were evident
47%	9	19	2 = Half of the indicators were evident
21%	4	19	3 = More than half of the indicators were evident
5%	1	19	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applic
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	79%	15	19
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	84%	16	19
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	95%	18	19
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	89%	17	19
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	47%	9	19
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	95%	18	19
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	100%	5	5

Item #4: Score

%	Yes	Total	# of Indicators Evident
0%	0	19	0 = None of the indicators were evident
11%	2	19	1 = Fewer than half of the indicators were evident
0%	0	19	2 = Half of the indicators were evident
53%	10	19	3 = More than half of the indicators were evident
37%	7	19	4 = All of the indicators were evident

Eastern Service Area (NFC)

Total # of Planned Reviews

21**Report Period: August - October, 2011**

Cancelled

3

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	6	18	102
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	0%	0	18
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	39%	7	18
1 and half hours	61%	11	18
2 hours	0%	0	18
Over 2 hours	0%	0	18
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	56%	10	18
Not in the Family Home	44%	8	18

ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	78%	14	18
B.) Was the facilitator prepared for the Family Team Meeting?	100%	18	18
C.) Did the Facilitator have needed documents and materials prior to the meeting?	86%	12	14
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	94%	17	18

Item #1 Score

%	Yes	Total	# of Indicators Evident
0%	0	18	0 = None of the indicators were evident
0%	0	18	1 = Fewer than half of the indicators were evident
6%	1	18	2 = Half of the indicators were evident
28%	5	18	3 = More than half of the indicators were evident
67%	12	18	4 = All of the indicators were evident

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	88%	14	16
B.) Father is a team member and present at the meeting.	25%	4	16
C.) Child is a team member and present at the meeting.	100%	8	8
D.) A key natural/informal support for the family is a team member and present.	44%	8	18
E.) Key out-of-home providers are team members and are present.	69%	9	13

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	18	<i>0 = None of the indicators were evident</i>
17%	3	18	<i>1 = Fewer than half of the indicators were evident</i>
22%	4	18	<i>2 = Half of the indicators were evident</i>
56%	10	18	<i>3 = More than half of the indicators were evident</i>
6%	1	18	<i>4 = All of the indicators were evident</i>

Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	88%	14	16
B.) Was the father actively involved in the Family Team Meeting?	25%	4	16
C.) Was the child actively involved in the Family Team Meeting?	100%	8	8
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	44%	8	18
E.) Was the key out of home provider actively involved in the team meeting?	77%	10	13

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	18	<i>0 = None of the indicators were evident</i>
17%	3	18	<i>1 = Fewer than half of the indicators were evident</i>
22%	4	18	<i>2 = Half of the indicators were evident</i>
56%	10	18	<i>3 = More than half of the indicators were evident</i>
6%	1	18	<i>4 = All of the indicators were evident</i>

Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applic
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	94%	17	18
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	100%	18	18
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	100%	18	18
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	100%	18	18
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	83%	15	18
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	18	18
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	75%	3	4

Item #4: Score

%	Yes	Total	# of Indicators Evident
0%	0	18	0 = None of the indicators were evident
0%	0	18	1 = Fewer than half of the indicators were evident
0%	0	18	2 = Half of the indicators were evident
28%	5	18	3 = More than half of the indicators were evident
72%	13	18	4 = All of the indicators were evident

Northern Service Area

Total # of Planned Reviews

12**Report Period: August - October, 2011**

Cancelled

0

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	6	12	71
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	100%	12	12
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	75%	9	12
1 and half hours	25%	3	12
2 hours	0%	0	12
Over 2 hours	0%	0	12
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	0%	0	12
Not in the Family Home	100%	12	12

ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	83%	10	12
B.) Was the facilitator prepared for the Family Team Meeting?	100%	12	12
C.) Did the Facilitator have needed documents and materials prior to the meeting?	100%	6	6
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	100%	11	11

Item #1 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
0%	0	12	1 = Fewer than half of the indicators were evident
0%	0	12	2 = Half of the indicators were evident
17%	2	12	3 = More than half of the indicators were evident
83%	10	12	4 = All of the indicators were evident

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	88%	7	8
B.) Father is a team member and present at the meeting.	33%	2	6
C.) Child is a team member and present at the meeting.	100%	5	5
D.) A key natural/informal support for the family is a team member and present.	25%	3	12
E.) Key out-of-home providers are team members and are present.	100%	9	9

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
8%	1	12	1 = Fewer than half of the indicators were evident
8%	1	12	2 = Half of the indicators were evident
83%	10	12	3 = More than half of the indicators were evident
0%	0	12	4 = All of the indicators were evident

Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	88%	7	8
B.) Was the father actively involved in the Family Team Meeting?	33%	2	6
C.) Was the child actively involved in the Family Team Meeting?	100%	5	5
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	25%	3	12
E.) Was the key out of home provider actively involved in the team meeting?	100%	9	9

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
8%	1	12	1 = Fewer than half of the indicators were evident
17%	2	12	2 = Half of the indicators were evident
75%	9	12	3 = More than half of the indicators were evident
0%	0	12	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applic
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	83%	10	12
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	75%	9	12
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	92%	11	12
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	92%	11	12
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	42%	5	12
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	12	12
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	100%	5	5

Item #4: Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
0%	0	12	1 = Fewer than half of the indicators were evident
8%	1	12	2 = Half of the indicators were evident
67%	8	12	3 = More than half of the indicators were evident
25%	3	12	4 = All of the indicators were evident

Southeast Service Area

Total # of Planned Reviews

35**Report Period: August - October, 2011**

Cancelled

5

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	5	30	164
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	0%	0	30
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	50%	15	30
1 and half hours	50%	15	30
2 hours	0%	0	30
Over 2 hours	0%	0	30
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	37%	11	30
Not in the Family Home	63%	19	30

ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	77%	23	30
B.) Was the facilitator prepared for the Family Team Meeting?	87%	26	30
C.) Did the Facilitator have needed documents and materials prior to the meeting?	68%	17	25
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	83%	24	29

Item #1 Score

%	Yes	Total	# of Indicators Evident
3%	1	30	0 = None of the indicators were evident
10%	3	30	1 = Fewer than half of the indicators were evident
10%	3	30	2 = Half of the indicators were evident
17%	5	30	3 = More than half of the indicators were evident
60%	18	30	4 = All of the indicators were evident

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	74%	17	23
B.) Father is a team member and present at the meeting.	46%	11	24
C.) Child is a team member and present at the meeting.	86%	19	22
D.) A key natural/informal support for the family is a team member and present.	20%	6	30
E.) Key out-of-home providers are team members and are present.	62%	13	21

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	30	0 = None of the indicators were evident
33%	10	30	1 = Fewer than half of the indicators were evident
20%	6	30	2 = Half of the indicators were evident
33%	10	30	3 = More than half of the indicators were evident
13%	4	30	4 = All of the indicators were evident

Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	78%	18	23
B.) Was the father actively involved in the Family Team Meeting?	46%	11	24
C.) Was the child actively involved in the Family Team Meeting?	86%	19	22
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	23%	7	30
E.) Was the key out of home provider actively involved in the team meeting?	71%	15	21

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	30	0 = None of the indicators were evident
23%	7	30	1 = Fewer than half of the indicators were evident
37%	11	30	2 = Half of the indicators were evident
27%	8	30	3 = More than half of the indicators were evident
13%	4	30	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applic
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	93%	28	30
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	90%	27	30
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	87%	26	30
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	83%	25	30
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	53%	16	30
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	97%	29	30
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	71%	5	7

Item #4: Score

%	Yes	Total	# of Indicators Evident
0%	0	30	0 = None of the indicators were evident
13%	4	30	1 = Fewer than half of the indicators were evident
0%	0	30	2 = Half of the indicators were evident
40%	12	30	3 = More than half of the indicators were evident
47%	14	30	4 = All of the indicators were evident

Western Service Area

Total # of Planned Reviews

14

Report Period: August - October, 2011

Cancelled

2

Number of Meeting Attendees:	Average	Entered	Total Applic
* All attendees including CFS Specialist, Service Coordinator and/or meeting facilitator.	6	12	73
CFS Specialist was Present at the Meeting:	%	#Yes	Total Applic
CFS Specialist was Present at the Meeting:	100%	12	12
Length of Meeting:	%	#Yes	Total Applic
Less than 1 hour	42%	5	12
1 and half hours	58%	7	12
2 hours	0%	0	12
Over 2 hours	0%	0	12
Location of Meeting:	%	#Yes	Total Applic
In the Family Home	8%	1	12
Not in the Family Home	92%	11	12

ITEM #1: Facilitator Preparation

Indicator	%	#Yes	Total Applic
A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team Meeting?	83%	10	12
B.) Was the facilitator prepared for the Family Team Meeting?	100%	12	12
C.) Did the Facilitator have needed documents and materials prior to the meeting?	100%	3	3
D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?	100%	10	10

Item #1 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
0%	0	12	1 = Fewer than half of the indicators were evident
0%	0	12	2 = Half of the indicators were evident
17%	2	12	3 = More than half of the indicators were evident
83%	10	12	4 = All of the indicators were evident

Item #2: Team Membership & Attendance

Indicator	%	#Yes	Total Applic
A.) Mother is a team member and present at the meeting.	82%	9	11
B.) Father is a team member and present at the meeting.	33%	3	9
C.) Child is a team member and present at the meeting.	89%	8	9
D.) A key natural/informal support for the family is a team member and present.	17%	2	12
E.) Key out-of-home providers are team members and are present.	60%	3	5

Item #2 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
25%	3	12	1 = Fewer than half of the indicators were evident
33%	4	12	2 = Half of the indicators were evident
42%	5	12	3 = More than half of the indicators were evident
0%	0	12	4 = All of the indicators were evident

Item #3: Team Member Involvement

Indicator	%	#Yes	Total Applic
A.) Was the mother actively involved in the Family Team Meeting?	82%	9	11
B.) Was the father actively involved in the Family Team Meeting?	33%	3	9
C.) Was the child actively involved in the Family Team Meeting?	89%	8	9
D.) Was the key natural/informal support for the family actively involved in the Family Team Meeting?	17%	2	12
E.) Was the key out of home provider actively involved in the team meeting?	80%	4	5

Item #3 Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
25%	3	12	1 = Fewer than half of the indicators were evident
33%	4	12	2 = Half of the indicators were evident
33%	4	12	3 = More than half of the indicators were evident
8%	1	12	4 = All of the indicators were evident

Item #4: Facilitator Effectiveness

Indicator	%	#Yes	Total Applic
A.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate outcomes that are directly related to safety threats and/or Youth Level of Service/Case Management Inventory (YLS/CMI) elements OR if the permanency objective is no longer reunification or family preservation, with outcomes that are directly related to achieving the permanency objective.	100%	12	12
B.) Was the facilitator able to effectively assist the team member in identifying and/or reviewing appropriate needs that are directly related to outcomes?	100%	12	12
C.) Was the facilitator able to effectively assist the team members in identifying and/or reviewing appropriate strategies that are directly related to the identified needs?	100%	12	12
D.) Was the facilitator able to effectively assist the team members in identifying appropriate functional strengths to help execute identified strategies?	83%	10	12
E.) Did the facilitator effectively assist the family in identifying and/or reviewing informal supports to help execute identified strategies?	58%	7	12
F.) Did the facilitator demonstrate a respect for the family's values, beliefs, and traditions?	100%	12	12
G.) Was the facilitator able to manage disagreement and conflict and elicit underlying interests, needs, and motivations of team members?	100%	3	3

Item #4: Score

%	Yes	Total	# of Indicators Evident
0%	0	12	0 = None of the indicators were evident
0%	0	12	1 = Fewer than half of the indicators were evident
0%	0	12	2 = Half of the indicators were evident
50%	6	12	3 = More than half of the indicators were evident
50%	6	12	4 = All of the indicators were evident